



State of Wisconsin
Legislative Technology Services Bureau
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E-mail: technical.support@legis.wisconsin.gov

Working Title: Enterprise Database /Systems Technician

Location: Madison, WI

Hiring Organization: Legislative Technology Services Bureau (LTSB)

Schedule: Full-Time, Monday through Friday (additional hours as necessary)

Salary: Dependent on relevant education and experience.

Position Summary: This position is considered to be entry level. The Enterprise Database/Systems Technician will participate in administrative and maintenance duties to ensure the security and integrity of the legislative document management system along with underlying databases and servers.

Job Duties:

Responsible for database maintenance duties for numerous applications, assist in the troubleshooting of Windows based multi-tiered client server applications. This position will perform basic administration and system configuration on Windows servers relating to database and other application server systems and workstations. This position will be responsible for documenting current systems and changes.

Knowledge Required:

1. Technical Skills

- 1 to 2 years of experience with administration of MS SQL server databases
- MCTS: MS SQL 2005/2008 certification
- Experience with basic Windows server 2003/2008 administration
- Understanding of three tier client server systems
- System analysis concepts

2. Organizational Skills

- Excellent customer service skills
 - Attention to detail
 - Ability to actively participate on a team
 - Understanding of basic project management
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Knowledge Desired:

Possess a working knowledge of

- Wisconsin Legislature rules and procedure, applications and systems that support Legislative activities.
- Wisconsin Legislature Chief Clerks, and applications, systems and processes that support (their) Legislative Session-related activities.
- Knowledge of Microsoft infrastructure
- Knowledge of, or experience with document Management systems and structured documents
- Knowledge and experience with scripting languages (e.g. VB Script or Perl)
- Solaris/Linux/Unix administration (Solaris preferred)
- Exposure to Postgre SQL server
- Exposure to Broad Vision Quicksilver

Additional Requirements:

- Excellent written, verbal and interpersonal communication skills
- Work occasional nights and weekends to perform scheduled maintenance and system upgrades
- Ability to work under deadlines
- Commitment to quality customer service
- Willing and able to work in a nonpartisan environment
- Other duties as assigned

How to Apply:

Qualified applicants should submit

1. Detailed resume
2. Cover letter that specifically outlines your experience and education as they relate to the requirements of this position

For prompt consideration send the above resume and cover letter to:

HRLTSB@legis.wisconsin.gov

or

Legislative Technology Services Bureau
Attn: Teresa Pellitteri
17 West Main Street, Suite 200
Madison, WI 53703

The Legislative Technology Services Bureau is an Equal Opportunity/Affirmative Action employer.